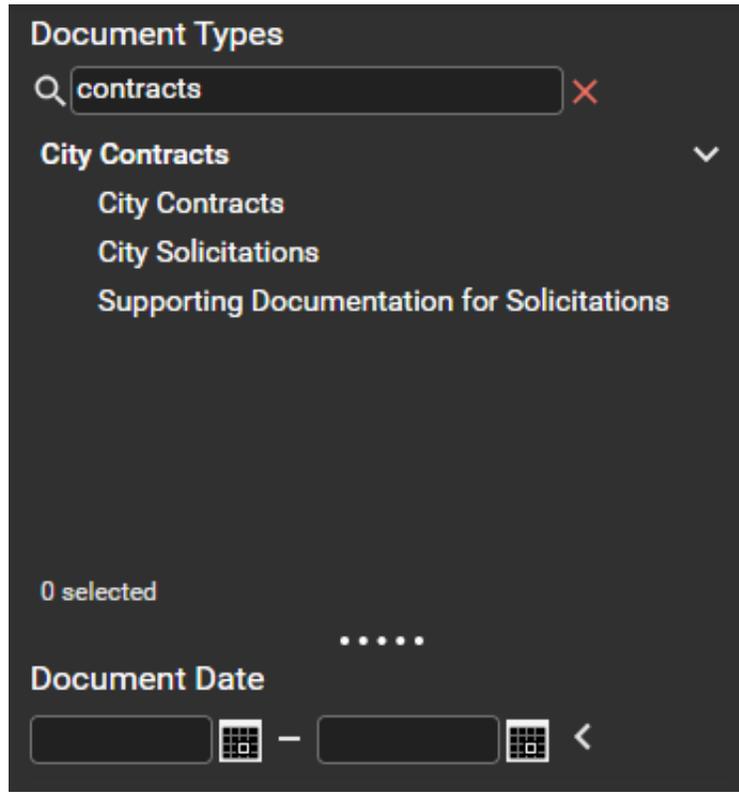


## OnBase Web Interface

### Document Retrieval - Keyword View

1. The OnBase Web Interface is located at <https://ecm.cabq.gov/AppNet/>
2. If prompted, you will log in using the same credentials you use to log in to your email account.
3. Upon logging in, you will see Document Types in the top left pane That you can select from:



- Click on City Contracts. The bottom left pane will then populate with a list of keywords that you are able to search by:

Document Date

Search Type

Keywords Text Notes

BatchKey =

DateOfBirth =

MM/dd/yyyy

HR Employee Document Type =

FirstName =

LastName =

MiddleIn =

SSN =

Employee ID =

Full-Text Search

- Fill in at least one of the keyword boxes, then click search.

1 selected

Document Date

Search Type

Keywords Text Notes

Contract Number =

Contract Documents =

Vendor Name =

Licensed Vendor Name =

Supplier Contract Ref =

Contract Term Begin =

MM/dd/yyyy

Contract Term End =

MM/dd/yyyy

Type of Agreement =

Full-Text Search

6. You can also utilize the full-text search. This is recommended only if the keywords do not cover what you are looking for:

The screenshot shows a 'Search Type' interface with the following fields and options:

- Keywords (selected), Text, Notes
- HR Employee Document Type (dropdown menu)
- FirstName: Travis
- LastName: Wyatt
- MiddleIn (empty)
- SSN (empty)
- Employee ID (empty)
- HireDate (empty)
- StatusDate (empty)
- Full-Text Search (checkbox)
- Search button

An orange arrow points to the 'Full-Text Search' checkbox.

7. Once you click search, search Results will populate in the right pane:

Document Name	Document Date
Wyatt, TRAVIS - 000047354 - City	8/17/2022
Wyatt, TRAVIS - 000047354 - City	6/9/2022

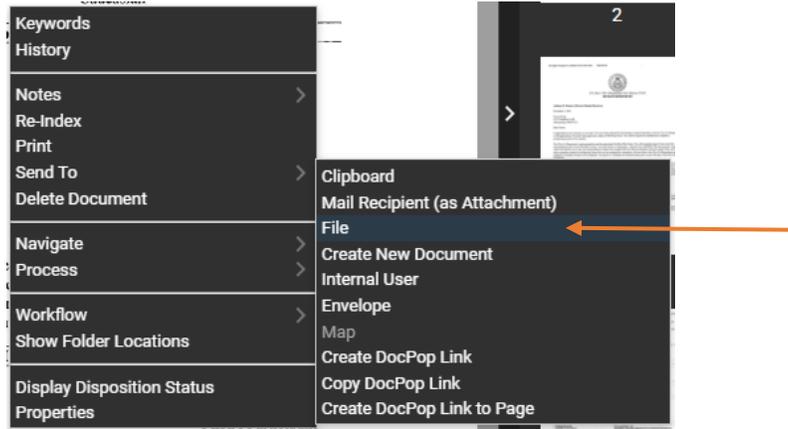
8. Double click the document in the search results to open the file in a new window:

The screenshot shows a web browser window displaying a 'HIRE/PERSONNEL ACTION FORM' for Travis D. Wyatt. The form includes the following information:

- Employee: Wyatt, Travis D
- Address 1: 13137 Nandina Ln SE
- Address 2: (empty)
- City: Albuquerque State: New Mexico Zip: 87123
- Phone: 5058705306
- Gender: Male Ethnicity: White or Caucasian
- Person ID: 20707708
- Job Class #: 900007 Job Class: (redacted)
- Pay Rate: (redacted)
- Department: TI-Information Services

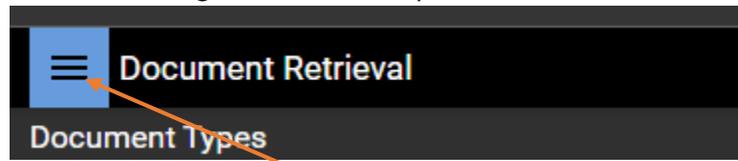
The form also includes a 'HIRE/PERSONNEL ACTION FORM' title and a '40354' handwritten number.

9. To Save a copy of the document, Right Click on the document > Send to > File

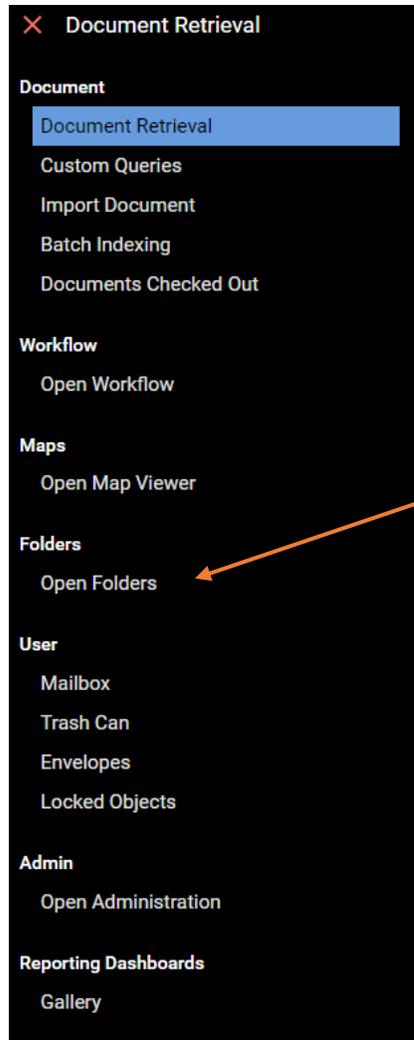


### **Document Retrieval – Folder View**

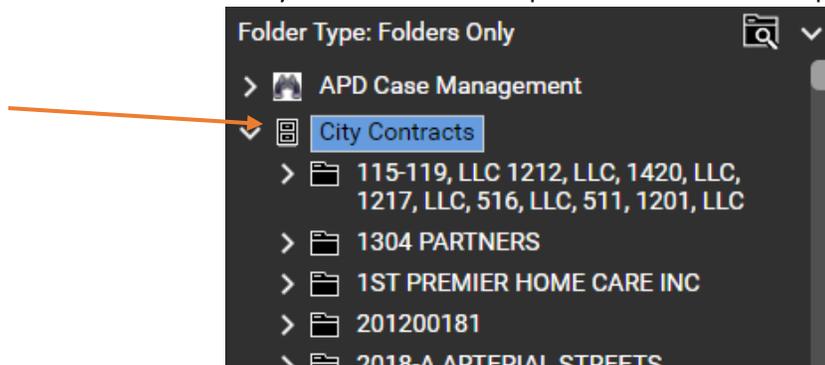
1. The OnBase Web Interface is located at <https://ecm.cabq.gov/AppNet/>
2. If prompted, you will log in using the same credentials you use to log in to your email account.
3. Upon Login, Click on the Hamburger menu in the top left corner:



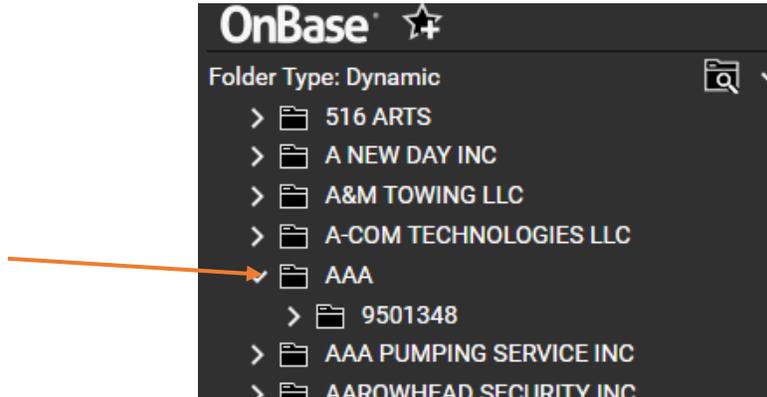
4. From here, Under Folders - Click on "Open Folders" – This will open a new window with the Folder View:



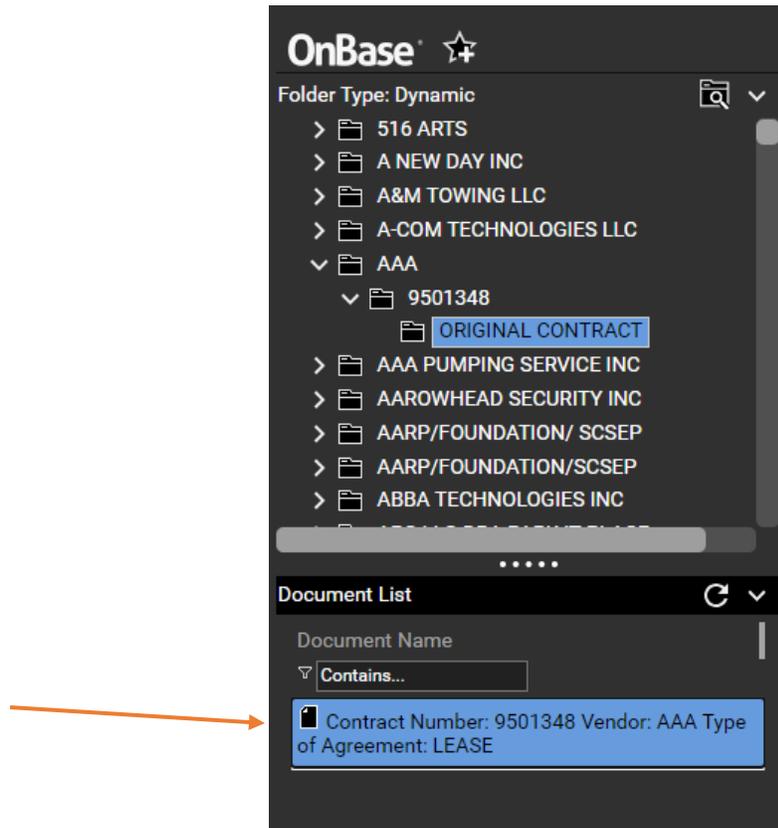
5. Click the arrow next to "City Contracts" In the top left This will reveal employee folders:



- a. Scroll through the list to find the Contracting company you are looking for and click the Arrow to the left of their folder icon. This will reveal all the contract numbers we have with that contracting company:



- b. Click on the folder you wish to view documents for. This will then populate documents in the document list. NOTE: Folders will only be displayed if a document belongs in that folder.



- c. Select the document you wish to view from the document list. The document will then populate in the right pane:

OnBase

Contract Number: 9501348 Vendor: AAA Type of Agreement: LEASE

Folder Type: Dynamic

- > 516 ARTS
- > A NEW DAY INC
- > A&M TOWING LLC
- > A-COM TECHNOLOGIES LLC
- > AAA
  - > 9501348
    - ORIGINAL CONTRACT
  - > AAA PUMPING SERVICE INC
  - > AAROWHEAD SECURITY INC
  - > AARP/FOUNDATION/ SCSEP
  - > AARP/FOUNDATION/SCSEP
  - > ABBA TECHNOLOGIES INC

Document List

Document Name

Contains

- Contract Number: 9501348 Vendor: AAA Type of Agreement: LEASE

Items: 1

Child Folders Related Folders

No items to display

CONTRACT CONTROL FORM

Contact Person Barbara Arias 1285  
Phone No. 768-2129

REQ CCN 9501348 ✓  
ORIG CCN

PRELIMINARY REVIEW

Type of Agreement: Lease Agreement No.: 10 New:  Supplement:   
Description: Install antenna on rooftop of AAA Alarm Tower  
Dept/Div: Police Fund: \_\_\_\_\_ Act: 523800 Acct: 5125000  
Vendor: AAA Contract Period: 2-1-95 - 12-31-95  
Contract Amount: \$150.00/month Rec: \_\_\_\_\_ FY Aggregate \$ \_\_\_\_\_  
Fed Tax No. \_\_\_\_\_ St Tax No. \_\_\_\_\_ Issuer: \_\_\_\_\_ Date Issued: \_\_\_\_\_

MAIVERS REQUIRED:

RFP: \_\_\_\_\_ Ins:  Waiver Letter Attached: \_\_\_\_\_ Approved: \_\_\_\_\_

PROCUREMENT:

RFP No.: \_\_\_\_\_ Date Closed: \_\_\_\_\_ Approval By Whom: \_\_\_\_\_

DRAFT CONTRACT:

Recd by Legal: \_\_\_\_\_ Rejected/Returned to Dept: \_\_\_\_\_  
Returned to Legal: \_\_\_\_\_ Approved: \_\_\_\_\_ Initials: \_\_\_\_\_

INSURANCE AND BONDS REQUIRED:

Bond(s) required: Yes  No  Type: \_\_\_\_\_ Attached: \_\_\_\_\_  
Insurance required: CGL  Auto  MC  Other  Attached: \_\_\_\_\_

FINAL CONTRACT REVIEW

APPROVALS REQUIRED:

	Date Delivered	Returned to Dept	Approved by	Approval Date
Purchasing:	<u>5-29-12</u>	<u>1</u>	<u>Pen</u>	<u>5-22</u>
Asst. City Attorney:	<u>X</u>	<u>1</u>	<u>Pen</u>	<u>5-11-12</u>
CIP:	<u>1</u>	<u>1</u>	<u>N/A</u>	
City Attorney:	<u>1</u>	<u>1</u>	<u>N/A</u>	

d. To Save a copy of the document, Right Click on the document > Send to > File